

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA**

**FILING REQUIREMENTS**

<b><u>CHAPTER 7 - \$200 (\$155 Filing Fee + \$30 Administrative Fee + \$15 Trustee Fee)</u></b>	<b><u># OF COPIES</u></b>	<b><u>FILING DEADLINE</u></b>
<b>Voluntary Petition</b>	Original + 1	Time of filing
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 1	Within 15 days
Statement of Financial Affairs	Original + 1	Within 15 days
Attorney's Disclosure of Compensation	Original + 1	Within 15 days
Notice to Debtor Concerning Bankruptcy Petition Preparers	Original + 1	Time of filing
Bankruptcy Petition Preparer's Disclosure of Compensation	Original + 1	Within 10 days
Statement of Intention	Original + 1	Within 30 days
<b>Verification of Master Address List Form (DO NOT attach to petition)</b>	Original + 1	Time of filing
<b>Master Address List (DO NOT attach to petition)</b>		
(1) If submitted on computer diskette <sup>1</sup>	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper) <sup>2</sup>	Original + 1	Time of filing
<b><u>CHAPTER 11 - \$830 (\$800 Filing Fee + \$30 Administrative Fee)</u></b>	<b><u># OF COPIES</u></b>	<b><u>FILING DEADLINE</u></b>
<b>Voluntary Petition</b>	Original + 1	Time of filing
<b>Exhibit A to Voluntary Petition</b> (Only if debtor is a corporation required to file reports w/ SEC)	Original + 1	Time of filing
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 1	Within 15 days
Statement of Financial Affairs	Original + 1	Within 15 days
<b>List of 20 Largest Unsecured Creditors</b>	Original + 1	Time of filing
List of Equity Security Holders (Only if debtor is a corporation or partnership)	Original + 1	Within 15 days
Attorney's Disclosure of Compensation	Original + 1	Within 15 days
Notice to Debtor Concerning Bankruptcy Petition Preparers	Original + 1	Time of filing
Bankruptcy Petition Preparer's Disclosure of Compensation	Original + 1	Within 10 days
<b>Verification of Master Address List Form (DO NOT attach to petition)</b>	Original + 1	Time of filing
<b>Master Address List (DO NOT attach to petition)</b>		
(1) If submitted on computer diskette <sup>1</sup>	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper) <sup>2</sup>	Original + 1	Time of filing
<b><u>CHAPTER 12 - \$230 (\$200 Filing Fee + \$30 Administrative Fee)</u></b>	<b><u># OF COPIES</u></b>	<b><u>FILING DEADLINE</u></b>
<b>Voluntary Petition</b>	Original + 1	Time of filing
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 1	Within 15 days
Statement of Financial Affairs	Original + 1	Within 15 days
Attorney's Disclosure of Compensation	Original + 1	Within 15 days
Notice to Debtor Concerning Bankruptcy Petition Preparers	Original + 1	Time of filing
Bankruptcy Petition Preparer's Disclosure of Compensation	Original + 1	Within 10 days
<b>Verification of Master Address List Form (DO NOT attach to petition)</b>	Original + 1	Time of filing
<b>Master Address List (DO NOT attach to petition)</b>		
(1) If submitted on computer diskette <sup>1</sup>	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper) <sup>2</sup>	Original + 1	Time of filing
Debtor's Plan (DO NOT attach to petition)	Original + 1	Within 90 days
<b><u>CHAPTER 13 - \$185 (\$155 Filing Fee + \$30 Administrative Fee)</u></b>	<b><u># OF COPIES</u></b>	<b><u>FILING DEADLINE</u></b>
<b>Voluntary Petition</b>	Original + 1	Time of filing
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 1	Within 15 days
Statement of Financial Affairs	Original + 1	Within 15 days
Attorney's Disclosure of Compensation	Original + 1	Within 15 days
Notice to Debtor Concerning Bankruptcy Petition Preparers	Original + 1	Time of filing
Bankruptcy Petition Preparer's Disclosure of Compensation	Original + 1	Within 10 days
<b>Verification of Master Address List Form (DO NOT attach to petition)</b>	Original + 1	Time of filing
<b>Master Address List (DO NOT attach to petition)</b>		
(1) If submitted on computer diskette <sup>1</sup>	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper) <sup>2</sup>	Original + 1	Time of filing
Debtor's Plan (DO NOT attach to petition)	Original + 1	Within 15 days
Wage Order (DO NOT attach to petition)	Original + 1	See reverse

**MINIMUM DOCUMENTS REQUIRED FOR INCOMPLETE ("SKELETON") FILING ARE IN BOLD PRINT.**

<sup>1</sup> Copies of computer diskettes ARE NOT required.

<sup>2</sup> Copies of Master Address Lists submitted on hard copy (printed on paper) ARE required.

## **REQUIRED DOCUMENTS AND FEES**

### **General Requirements of Form**

All documents shall be on 8-1/2" x 11" size white paper. *Originals of documents shall not be stapled or hole punched.* Use binder clips to fasten original documents. Use staples to fasten copies of documents. Document copies may be hole punched. Document text shall be typewritten or presented by some other legible process on one side of each sheet only. The name, address, telephone number and California State Bar membership number of the attorney representing the debtor should appear in the petition. To assist in its identification of original documents, the Clerk's Office requests that they be signed in blue ink.

### **Assembly of Documents**

Original petitions, exhibits, schedules, statements and lists, as well as each set of copies, should be assembled in the order indicated on the reverse side. DO NOT attach the Master Address List, Verification of Master Address List Form, or Debtor's Plan, or Wage Order to the petition.

### **Number of Copies**

The required copy of each document included on the front will be stamped and returned to the filing party as proof of filing. Copies will be returned by mail only when a self-addressed, stamped envelope of sufficient size is included.

### **Filing Fee**

Fees for filing bankruptcy cases are prescribed by 28 U.S.C. §1930(a). Individual debtors may apply for permission to pay fees in installments by submitting a signed application with the petition. FRBP 1006(b).

### **Administrative Fee**

Pursuant to item 8 of the Bankruptcy Court Miscellaneous Fee Schedule, in all cases filed under the Bankruptcy Code, the Clerk shall collect from the debtor or petitioner a \$30 miscellaneous administrative fee. Individual debtors may apply to pay this fee in installments in the manner set forth in FRBP 1006(b).

### **Trustee Fee**

Pursuant to item 9 of the Bankruptcy Court Miscellaneous Fee Schedule, upon the filing of a petition under chapter 7 of the Bankruptcy Code, the petitioner shall pay \$15 to the Clerk for payment to the trustee serving in the case. Individual debtors may apply to pay this fee in installments in the manner set forth in FRBP 1006(b).

### **Fee Payments**

Filing fees, miscellaneous administrative fees and chapter 7 trustee fees must be paid with cash, money order, cashier's check, or an attorney's check. All money orders and checks shall be made payable to: Clerk, U.S. Bankruptcy Court.

### **Voluntary Petition**

Official Form 1, the Voluntary Petition, is to be used to commence voluntary cases under chapters 7, 11, 12, and 13 of the Bankruptcy Code.

### **Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules**

A summary of schedules, schedules of assets, liabilities, current income, current expenditures, executory contracts and unexpired leases, and a declaration concerning debtor's schedules, prepared as prescribed by Official Form 6, must be submitted with the petition or within 15 days. FRBP 1007(b)(1) & (c). Creditors shall be listed on the appropriate schedule in alphabetical order by name and complete address. LBR 1007-1(a).

### **Statement of Financial Affairs**

A Statement of Financial Affairs must be prepared as prescribed by Official Form 7, and submitted with the petition or within 15 days. FRBP 1007(b)(1) & (c).

### **Attorney's Disclosure of Compensation**

A statement disclosing the compensation paid or to be paid to the debtor's attorney must be submitted within 15 days of the filing of a voluntary petition. 11 U.S.C. §329 and FRBP 2016(b).

### **Notice to Debtor Concerning Bankruptcy Petition Preparers**

Notice to Debtor Concerning Bankruptcy Petition Preparers must be submitted with every petition prepared by a "bankruptcy petition preparer." See *Guidelines Pertaining to Bankruptcy Petition Preparers in Eastern District of California Cases*.

A bankruptcy petition preparer is defined as a person other than an attorney or an employee of an attorney, who prepares for compensation a document for filing. 11 U.S.C. §110(a)(1).

### **Bankruptcy Petition Preparer's Disclosure of Compensation**

A statement disclosing the compensation paid or to be paid to a bankruptcy petition preparer must be submitted by the bankruptcy petition preparer within 10 days of the filing of a voluntary petition. 11 U.S.C. §110(h)(1).

### **Master Address List and Verification Form**

A Master Address List prepared in strict compliance with instructions of the Clerk shall be submitted with every petition presented for filing. LBR 1007-1(b).

Debtors represented by legal counsel, or whose petitions are prepared by a bankruptcy petition preparer, must submit an electronic Master Address List on computer diskette and a Verification of Master Address List form, EDC 2-100. All other debtors must submit either an electronic Master Address List on diskette or a hard copy Master Address List printed on paper, and a Verification of Master Address List form, EDC 2-100. For instructions concerning the preparation of Master Address Lists, see forms EDC 2-190 and EDC 2-195.

### **Statement of Intention**

A Statement of Intention is required only if the debtor is an individual and the schedules of assets and liabilities contain consumer debts secured by property of the estate. It must be prepared as prescribed by Official Form 8, and submitted within 30 days of the filing of a petition under chapter 7, or by the date set for the meeting of creditors, whichever is earlier. 11 U.S.C. §521(2) and FRBP 1007(b)(2).

### **List of 20 Largest Unsecured Creditors**

A list containing the names, addresses and claim amounts of the debtor's 20 largest unsecured creditors, excluding insiders, must be filed with the petition and prepared as prescribed by Official Form 4. FRBP 1007(d).

### **List of Equity Security Holders**

A List of Equity Security Holders must be submitted with the petition or within 15 days. FRBP 1007(a)(3).

### **Chapter 12 Debtor's Plan**

A Chapter 12 Debtor's Plan must be submitted with the petition or within 90 days. 11 U.S.C. §1221 and FRBP 3015(a).

### **Chapter 13 Debtor's Plan**

A Chapter 13 Debtor's Plan must be submitted with the petition or within 15 days. FRBP 3015(b). All Chapter 13 debtors shall use the standard form Chapter 13 Plan prescribed by General Order 01-2.

### **Chapter 13 Wage Order**

All Chapter 13 debtors shall use the form Wage Order prescribed by General Order 01-2. In Fresno Division cases, the Wage Order shall be submitted to the Court with the Chapter 13 Plan. In Sacramento and Modesto Division cases, the Wage Order shall be submitted to the Court with the Order Confirming the Chapter 13 Plan.